



## Town of Georgina Short-term Rental Accommodation Committee (GSRAC)

### Terms of Reference

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#### 1. Purpose

1. Part IV of the *Municipal Act, S.O. 2001, c. 25*, permits municipalities to regulate licensing in order to protect the safety and welfare of its citizens, to ensure adequate consumer protection, and to mitigate nuisance. The Georgina Short-term Rental Accommodation License Committee (“GSRAC” or “Committee”) is appointed pursuant to By-law 2019-0061(LI-3), to conduct appeal hearings in relation to a decision of the Licensing Coordinator to refuse to issue or renew a licence, or to revoke a Short-term Accommodation Licence as well as to hear Short-term Accommodation License variance requests.

#### 2. Meetings

1. The Committee shall meet as required throughout the year.
2. Meetings also referred to hearings or proceedings shall be conducted by a three (3) person panel of Committee members.
3. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
  - The minimum number of members required for quorum is two (2).
  - Hearings will be rescheduled when quorum is not present.
  - Where a hearing is conducted by 2 members, decisions to grant the applicant’s request (for a variance or appeal) must be unanimously decided upon.
  - Where a panel consists of more than two members of the Committee, the decision of the majority shall constitute the decision.
4. The panel of members will be based on the location of the property associated with the application as reflected on the GSRAC Members Hearing Rotation Schedule.

### **3. Responsibilities**

1. To elect and appoint a Chair for each hearing.
2. The Committee receives and decides upon applications from applicant/licensee wishing to appeal the decision of the Licensing Coordinator to refuse or renew a licence, or to revoke or suspend a Short-Term Rental Accommodation Licence.
3. The Committee receives and decides upon applications from applicant/licensee wishing to apply for a variance to the Short-Term Rental Accommodation Licence.
4. The Committee has all the powers and functions of a Municipal Law Enforcement Officer while the Committee is hearing an appeal under the STRA By-law 2019-0061 (LI-3) and may refuse to issue or renew a licence, revoke, suspend, or impose any condition to a licence.
5. The Committee's decision should uphold the intent and purpose of the Town's Short-term Rental Accommodation Licensing By-law, Zoning By-law, and the Town's Official Plan.
6. The Committee's decisions are final and binding and shall not be subject to review.

### **4. Term & Membership Composition**

1. All ward Councillors hold ex. Officio status through virtue of their office to serve as members of the GSRAC.
2. The panel of the Committee shall consist of three (3) Council members.
3. Under the direction of the Town Clerk, secretarial support services will be provided by the Town of Georgina.
4. Under the direction of the Manager of Municipal Law Enforcement, other support services will be provided on an as needed basis by the Town of Georgina.
5. An annual report indicating the number of applications received and the number of decisions for appeals and variances is required to be included in the annual Committees report to Council.

### **5. Remuneration**

1. \$40.00 per meeting, not to exceed ten (10) paid meetings per year.

## **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Town.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Any purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The Committee's budget will be administered by the Deputy CAO. In addition, other funds may be requested of Council for special projects or undertakings.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

## **12. Procedural By-Law**

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.